

STATINTL

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Mr

Hope you will be able to put down on paper the complete record of the administrative and other preparations for the State of the Agency talk - who to contacts about filming, sound, guards, usherettes, tickets, lights etc. Also considerations like who writes for DCI, whether senior people should or should not attend, who escorts whom, points of contact within the Directorates etc. We always seem to have to plow much of the same ground when it comes to one of these things.

jwc

14 JUN 1971

FILE

17 JUN 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Director's 15 June 1971 State of the Agency Address

1. The items which had to be arranged for and the Offices which handled those arrangements are listed below for use in future State of the Agency addresses:

a. Special Lighting in Auditorium for Filming of Address - Logistics Services Division .

b. Black and White Cameras - Office of Training

c. Color Cameras - rented color cameras to run on experimental basis to determine whether special lighting was sufficient to make good color movies of the address.

d. Printed Tickets - Logistics Services Division arranged to have 500 plus tickets printed. (Two copies of ticket attached at Tab A - no date or time was shown since date and time was not determined when tickets had to be printed.)

e. Ticket Distribution - Tickets were distributed to the four Directorates and the DCI's office on the basis of headquarters population. This year's distribution was the same as for 1970; i.e.:

O/DCI	-	25
DD/I	-	150
DD/P	-	150
DD/S&T	-	50
DD/S	-	125
Total		500

Attached memorandum (Tab B) was used to distribute tickets to the four Directorates and the office of the DCI.

f. Support Directorate Ticket Distribution - Also made on basis of headquarters population; i.e.:

O-DD/S	-	3
Medical	-	4

Commo	-	32
Logistics	-	31
Personnel	-	14
Security	-	20
Training	-	8
Finance	-	11
SSS	-	2
Total		125

Attached memorandum (Tab C) was used to distribute tickets to the Support components.

g. Shotgun Microphone - Used to pick up questions from the audience on the tape recorder. Rented by Logistics Services Division [REDACTED] STAT

h. Platform for Black and White Cameras - Made by LSD for placement in back aisle of auditorium to assure that cameras are above the heads of audience when they are standing. Platform is now available for use in future addresses.

i. Re-Lamping in Auditorium - LSD should be alerted to do this several weeks ahead of time since scaffolding must be put up and taken down after job is finished.

j. Sound in Air Conditioning Blowers - LSD had a new device put in the blowers, and this is no longer a problem.

k. Usherettes - Since we did not have reserved seats, we arranged for only six usherettes: two from DD/S staff, two from Office of Personnel, and two from Office of Communications. [REDACTED] called the girls together and briefed them on their duties. STAT

l. Seating for Colonel White (escort for DCI), General Cushman and his escort (Bob Wattles). The three center section, front row, left aisle seats were held by one of the usherettes for use by these officers since they would be arriving late.

m. Seating - All ticket holders, including the Deputy Directors, were told to sit wherever they desired, except for the three seats referred to in "l." above. Ticket holders were requested to be in their seats at 0845 since the address was scheduled for 0900.

n. Instructions to Audience - DD/S instructed the audience about:

(1) The clap-stick operated by [REDACTED] to synchronize the STAT

cameras and tape recorders.

(2) Standing when asking the Director a question in order that the shotgun mike could be focused on them.

(3) Rising when the Director entered and left the auditorium.

o. Flowers - It was decided that no flowers would be placed on stage since in 1970 the Director's office stated that this was a business meeting and flowers would not be appropriate. It was also decided that corsages would not be provided for the usherettes. [] recommendation.) STAT

p. Auditorium Opening - The auditorium was opened and manned by Security Guards at 0815, 45 minutes before the address.

q. Memo to the Director - DD/S forwarded the attached memorandum (Tab D) to the Director providing him with certain "housekeeping type notes."

r. Directorate Contacts - Tickets and information regarding the address were passed to:

O/DCI	-	[]
DD/I	-	
DD/P	-	
DD/S&T	-	
DD/S	-	

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s. Distribution within Support Directorate - [] passed information regarding the address to Support component front offices. STAT

t. Programmed Questions - [] attending from the office of DD/S were each given three questions in case the audience was slow to ask questions when the Director opened the floor to questions. (It was not necessary for them to use the questions since the audience acted fairly promptly.) STAT

2. Following the address, the recording tape of the address and question and answer period was delivered to my office for transcribing. A tape recorder with earphones was requisitioned by DD/S Registry for use by Mrs. [] in making the transcription. The transcription was delivered to the Executive Assistant to the Director (Mr. [] for editing. STAT

3. The filming of the address and question and answer period will be shown in the auditorium for employees who were not able to attend the address. An Employee Bulletin will be published to advise employees of the dates and times of the showings.

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DIRECTOR OF CENTRAL INTELLIGENCE
State of the Agency Address
CIA Auditorium
1971

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State of the Agency Address
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ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 71-2224

4 JUN 1971

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology

SUBJECT : The Director's State of the Agency Message

1. Although the date and time for the Director's State of the Agency talk have not been fixed, it is possible that this may happen on relatively short notice. In order to reduce possible later time pressures we are forwarding herewith an allocation of tickets. We suggest that the distributees be determined now and distribution timing be made at your discretion.

2. We understand that the Director's text will be of greatest interest to employees with supervisory program or substantive responsibilities. The Director plans to respond to questions from the floor upon completion of his talk.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

Att: *Hand*

cc: BxDir-Compt w/25 tickets

EO-DD/S:CND:es (2 June 71)

Rewritten: DD/S:JWC:maq (2 June 71)

Distribution:

Orig - DD/I w/150 tickets *Hand*

1 - DD/P w/150 tickets

1 - DD/S&T w/50 tickets

1 - DD/S Subject

1 - DD/S Chrono

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ADMINISTRATIVE - INTERNAL USE ONLY

FILE *OTM*

DD/S 71-2232

4 JUN 1971

MEMORANDUM FOR: Director of Communications - 32
Director of Finance - 11
Director of Logistics - 31
Director of Medical Services - 4
Director of Personnel - 14
Director of Security - 20
Director of Training - 8
Chief, Support Services Staff - 2

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(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

ADD/S:RSW/ms (2 June 1971)

Rewritten:

DD/S:JWC:llc (3 June 1971)

Distribution:

0 - D/CO - *BY HAND*

1 - Ea Additional Addressee *BY HAND*

1 - DD/S Chrono

✓ 1 - DD/S Subject

1 - RSW Chrono

O-225. 3

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